

13 MAY 1969

MEMORANDUM FOR: Special Assistant for Vietnamese Affairs

SUBJECT : National Civil Service League Career Service  
Award - Colonel L. K. White

1. I want to request your assistance in publicizing and encouraging attendance at the dinner dance honoring Colonel White on 13 June 1969.
2. The National Civil Service League (NCSL) has urged each representative Agency to establish 150 as a minimum attendance goal. This goal, I believe, is completely realistic and as you know is heartily endorsed by the Director. Office quotas are certainly not being established and it is my firm belief that discussions at your staff meetings will give us the support needed.
3. The following basic facts are provided for your information.
  - a. A dinner dance honoring the winners of the NCSL Career Service Awards will take place at 7:30 p.m. Friday, 13 June 1969, at the Washington Hilton Hotel.
  - b. The dinner dance will be preceded by a reception and cash bar at 6:30 p.m.
  - c. The cost for government employees is \$15.00 per ticket and the same for family members of government employees. Non-government persons will be charged \$25.00 per ticket.
  - d. Reservations may be made for individual seating as well as tables for ten.
  - e. Dress for the occasion is semi-formal. (Business suits)

STATINTL

4. It is further requested that you select an individual who will be responsible for coordinating ticket reservations and payments for your component with [redacted], Chief, Benefits and Services Division, Office of Personnel. We will need your representative's name by 16 May 1969 at which time [redacted] will discuss with him the STATINTL various procedures to be followed.

5. I am certain I can count on your support to ensure Colonel White is honored in a manner he justly deserves.

*psl Robert S. Wattles*

Robert S. Wattles  
Director of Personnel

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED	CONFIDENTIAL	SECRET
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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/OP	13 MAY 1969	<i>JWD</i>
2	DD/Pers		<i>JBP</i>
3	D/Pers		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Two comments -  
Is reception at 6:30 open to  
all? if not - won't this be confusing  
"Semi-formal" is a confusing  
term - to me Formal is white tie -  
semi-formal - black tie - don't  
we mean dark suits - semi-formal (dark  
suit)

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
C/BSB	13 MAY 1969

<b>TRANSMITTAL SL.</b>		DATE
<b>TO:</b> Mr. Wattles		
ROOM NO.	BUILDING	
<b>REMARKS:</b>		
The reception at 6:30 is the "General" reception which will be open for all who attend the dinner. There will also be a private reception for the winners and the Department Heads on an "invitation only" basis.		
The head table will be black tie but the others can wear business suits (the ladies usually wear cocktail dresses).		
<b>FROM:</b> C/BSD		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)